



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

CMAP Executive Office Executive Program Coordinator (EPC2017) January 9, 2017

Job Category: Associate
Experience Required: 3 to 5 years
Salary Range: \$54,000 to 66,933

The Chicago Metropolitan Agency for Planning (CMAP) seeks to hire a full-time Executive Program Coordinator to assist with support for the Executive Director, Chief of Staff and General Counsel, and CMAP Board and Policy Committee activities. CMAP is the official regional planning organization for the seven northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides implementation of metropolitan Chicago's comprehensive regional plan, GO TO 2040, and has begun development of the region's next comprehensive plan, ON TO 2050. The ON TO 2050 regional plan will establish coordinated strategies to help the region's seven counties and 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

Position Description

The Executive Program Coordinator will work in the CMAP executive office to support the Executive Director and the Chief of Staff and General Counsel. The position will be required to vet meeting and speaking requests for the Executive Director, prepare appropriate talking points or remarks for the Executive Director, and work with all CMAP departments to ensure the Executive Director has the most up-to-date policy positions and appropriate background information prior to meetings, speaking events, or engagements with outside partners. The Executive Program Coordinator will also proactively work with the Outreach Team, Senior Development Specialist, and other CMAP Departments, as appropriate, to seek opportunities for the Executive Director to engage with new and existing external partners. The position will also be required to assist the Chief of Staff and General Counsel in preparation and review of CMAP Board, MPO Policy Committee, Transportation Committee, and other committee materials. The Executive Program Coordinator must be an excellent writer and a dynamic thinker, and have a demonstrated ability to manage multiple tasks and meet deadlines.

Responsibilities

Meetings and Invitations

- Vet meeting requests and invitations to speak from external partners.
 - Engage external partners to understand purpose of meeting
 - Assess potential risk and benefit of CMAP participation
 - Assess degree of relevance to Executive Director responsibilities
 - Liaise with Executive Assistant, Chief of Staff and General Counsel, and Vetting Committee to reach final recommendation
- Prepare materials for Executive Director's external talks
 - Understand and negotiate partner goals for the event
 - Identify CMAP goals for participation
 - Collaborate with CMAP Departments to source content and review final remarks
 - Develop remarks and/or talking points
- Manage advance preparations for Executive Director's events
 - Coordinate with external partners to understand program and logistics
 - Ensure Executive Director's has appropriate support materials and information prior to the event
 - Ensure successful presentation of agency's priorities
- Attend meetings and events with (or in place of) Executive Director
 - Serve as on-site liaison for events
 - Help put meeting in context with background or other information
 - Ensure proper and strategic directed follow-up

Executive Briefings

- Prepare Executive Director for meetings with internal and external stakeholders
 - Connect with participants to understand desired outcomes
 - Craft short, strategic recommendation for meeting goals
 - Research relationship and project histories to create digestible background
- Support Executive Director follow-up
 - Coordinate with CMAP staff and/or external stakeholders to identify and execute follow-up actions

Committee Meeting Preparation

- Manage the Committee meeting agenda and document development process
 - Establish deadlines for document completion
 - Review documents for substance, grammar, and CMAP style
 - Ensure that all materials are prepared for Chief of Staff and General Counsel review
 - Work closely with Executive Assistant to ensure all materials are available for distribution by required deadlines.

Other Duties

- Work with the Outreach team, Senior Development Specialist, and other CMAP Staff to engage external stakeholders
 - Brainstorm new potential strategic external partners, including in the private sector
 - Work with the Outreach team to seek meetings or engagements with the Executive Director
 - Coordinate with the Senior Development Specialist to align outreach efforts with CMAP's strategic development plan
- Serve as project manager for special projects
 - Coordinate with external partners to set project goals
 - Ensure compatibility with CMAP goals and activities
 - Update Executive Director and relevant staff as needed
 - Deliver products, events, etc. as needed

Knowledge, Skills and Abilities

The Executive Program Coordinator must have excellent writing, time management, organizational, and interpersonal skills. The Executive Program Coordinator must be a self-starter and quick learner -- someone who is not afraid to ask questions and is willing to take on additional responsibilities and leadership. The Executive Program Coordinator must also be able to effectively collaborate with other staff and ensure cooperation to meet deadlines, although the position is not a management position. The position requires a demonstrated interest in transportation or land use planning, transportation programming, or other discipline that CMAP covers.

Education and Experience

B.A. degree is required (M.A. preferred) in a relevant discipline such as Urban Planning, Public Policy, Public Administration, Journalism, Communications, English, or Marketing.

Demonstrated responsibility supporting a senior level executive or manager is required. Prior work experience is required and should include demonstrated excellence in writing and oral communications in a team environment. Demonstrated ability to manage and contribute to complex projects is preferred.

How to Apply

Please submit cover letter and resume via the web at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (EPC2017)**.

Posting End Date

This posting will close on February 9, 2017. All applications must be completed and submitted prior to 5:00 p.m. CDT.

The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.

